

# GUIDELINE

## Research Endowment Fund (REF)

Khesar Gyalpo University of Medical Sciences of Bhutan  
[KGUMSB]

<https://www.kgumsb.edu.bt>



# GUIDELINE

## Research Endowment Fund (REF)

by

## Khesar Gyalpo University of Medical Sciences of Bhutan [KGUMSB]

Place	Country
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Thimphu	Bhutan
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**Design & Layout:** RID-MECRIT, KGUMSB

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**Version No:** 1.0

**Date of Approval:**

**Effective Date:** 21<sup>st</sup> November, 2025

**Revision Period:** 5 years

# Preface

Health and medical research stand as the cornerstone of evidence-based healthcare and informed national health policy development. Recognizing this critical role, the Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB), guided by the *University of Medical Sciences Act of Bhutan 2012*, remains firmly committed to advancing medical knowledge, fostering innovation, and enhancing the quality and equity of healthcare delivery in our country.

Despite steady progress, Bhutan's research ecosystem continues to encounter significant challenges. Limited infrastructure, shortage of trained human resources, and constrained funding opportunities have collectively slowed the growth of a vibrant and sustainable research culture. Strengthening this ecosystem is essential to effectively address national health priorities and emerging global health challenges.

In response to these needs, KGUMSB proposes the establishment of a Research Endowment Fund (REF) - a sustainable and forward-looking financial mechanism designed to support research excellence, nurture innovation, and promote institutional resilience. This REF aims to empower our researchers, strengthen institutional capacity, and enable the University to make meaningful contributions to both national development and global health advancement. The establishment of this Endowment Fund reflects KGUMSB's enduring vision of building a healthier, knowledge-driven society through research, innovation, and strategic collaboration.

I extend my heartfelt congratulations and sincere appreciation to the MECRIT team, led by Mr. Rixin Jamtsho, and to all contributors who have worked diligently toward the establishment of this important initiative. Their dedication and foresight mark a significant milestone in advancing research at KGUMSB and in strengthening Bhutan's health research landscape.



Dr. Pem Namgyal  
**PRESIDENT**

# Acknowledgement

## 0.1. Drafting Team

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13. Mr. Sonam Norbu, Asst. Program Officer, DoAA, KGUMSB
14. Ms. Tashi Choden, Asst. Planning Officer, Planning, DoPSD, KGUMSB

## 0.2. Approving Authority

[Chair and Members of Continuous Professional Development and Research Steering Committee (CRSC)]:

1. Dr. Pem Namgyal, President, OOP, KGUMSB
2. Dr. Kuenzang Chhezom, Registrar, OOP, KGUMSB
3. Dr. Guru Prasad Dhakal, Dean, FoPGM
4. Drg. Sangay Wangdi, Dean, FoTM
5. Dr. Gyem Dorji, Dean, FoUGM
6. Mr. Nima Sangay, Dean, FNPH
7. Mr. Sonam Dorji, Director, DoPSD, KGUMSB
8. Mr. Rixin Jamtsho, Director, MECRIT, KGUMSB

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# Abbreviations

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Acronym	Definition/Full-form
AWP	Annual Work Plan
BHJ	Bhutan Health Journal
CME	Continuing Medical Education
CPD	Continuous Professional Development
CRSC	Continuous Professional Development & Research Steering Committee
CSO	Civil Society Organization
FC	Finance Committee
GC	Governing Council
IP	Intellectual Property
IRB	Institutional Review Board
IWP	Individual Work Plan
PI	Primary Investigator
M&E	Monitoring & Evaluation
MD	Doctor of Medicine
OOP	Office of the President
REBH	Research Ethics Board of Health
RID	Research & Innovation Division
SOPs	Standard Operating Procedures

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# 1

## Background

The University of Medical Sciences Act of Bhutan 2012, *article 10(b)* mandates the Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB) to develop and provide high quality medical education and conduct relevant health research that can inform policy, improve health practices and enhance the overall quality of health care services in the country.

As per the Act, the University should continuously encourage, promote, support and conduct research activities to enhance evidence-based health care for which the University may collaborate with other institutions within or outside the country.

Further, as per the *article 9(b) of the chapter 3* of the University Act, KGUMSB can raise funds, but not limited to endowments, benefaction, bequests, alumni, donor grants, research, short trainings programs and rentals, and utilize the fund so generated for furtherance of the University objectives.

To this front, Medical Education Centre for Research, Innovation and Training (MECRIT) was established to spearhead the innovation and research projects and continuous professional development of the health workers in Bhutan. Thus, the health and medical research is one of the primary mandates of MECRIT under KGUMSB.

Health and medical research are vital for improving human well-being and advancing healthcare systems. It enables researchers to identify the causes of diseases and develop effective treatments and cures that significantly increases the life span of the patients. Research drives innovations in vaccines, drugs, telemedicine, surgical techniques, and other medical technologies, facilitating early disease detection.

Moreover, it promotes evidence-based medical practices, ensuring safe and effective treatments, while also identifying environmental factors that influence health, leading to better policies and healthcare systems. Additionally, research contributes to economic and social well-being by reducing healthcare costs, enhancing workforce productivity, and improving quality of life. On a global scale, it helps countries prepare for and respond to health emergencies and develop universal healthcare strategies.

# 2

## Challenges in Health & Medical Research in Bhutan

Despite the above understanding on the pivotal roles of research in advancement of medical technology, health system development and national building, the medical and health research in Bhutan remained at its early stage due to various challenges as follows:

1. Limited research infrastructure and funding hinder capacity building and mentorship in health and medical research.
2. Absence of recognition and rewards for researchers makes research an unattractive career path, discouraging competent doctors, nurses, and academicians from engaging in it.
3. Lack of financial incentives for reviewers slows down the Institutional Review Board (IRB) and Research Ethics Board (REBH) processes, with proposals often taking over three months or more for review that discourages the researchers.
4. Inadequate utilization of research findings for evidence-based interventions and decision-making highlights weak advocacy for the importance of research outcomes.

# 3

## Proposal for the Establishment of Endowment Fund

To address the above longstanding challenges and strengthen the health and medical research platform in Bhutan, KGUMSB has developed a Business Strategy and Research Policy, both endorsed by the Governing Council (GC) of KGUMSB.

However, implementing the business strategy and research policy requires a sustainable mechanism for investment and revenue generation through research and professional development activities. The generated revenue must be utilized meaningfully for research capacity building and mentoring programs and other professional development activities.

Therefore, the establishment of research endowment is necessary to ensure dedicated financial resource to support research activities on a long-term, sustainable basis. With the above rationale, KGUMSB proposed to establish the research endowment fund with the following objectives.

### **3.1. Objectives**

1. To create a sustainable funding sources for research activities by generating interest or investment returns from the principal fund, ensuring financial stability over time.
2. To promote innovation and advancement of medical technology

through high impact research projects.

3. To strengthen or build institutional research capacity by supporting infrastructure, training, and recruitment of qualified researchers.
4. To enhance the institution's reputation, making it more attractive for collaborations, partnerships, and talent acquisition.

# 4

## Source of Revenue for the Research Endowment Fund

A stable and reliable financial source is very important for an endowment fund to ensure consistent income to support long-term goals and sustain the impact of research and professional development. With a steady financial base, institutions can make strategic, long-term decisions for ongoing research activities and professional development programs without relying on uncertain or short-term funding.

For KGUMSB's endowment fund, the revenue will be generated through the following activities:

### **4.1. Conference fees**

1. Students = Nu. 100/-
2. Resident students = Nu. 500/-
3. National Participants = Nu. 1000/-
4. SAARC Member countries = USD \$50
5. Other international participants = USD \$100

### **4.2. Conference Institutional fees**

10% of the total expenditure for the conference to co-host the event sponsored by outside agencies (total expenditure will be calculated from meals and refreshments, conference kits, mementos, hall charge, stationery items, banner printings, etc.).

### **4.3. Contributions**

Financial contributions for the conference from the research centres and pharmaceutical companies, universities and other agencies.

### **4.4. Research Mentorship Service fees**

Nu. 850/- (eight hundred fifty) per session of 2 hours mentoring from each mentees to be collected to pay the mentors.

### **4.5. Institutional fees**

10% Institutional fees from research grants, consultancy services, and outsourcing of professional development programs such as training and workshops by the corporate, CSOs, and private organizations.

### **4.6. IRB Protocol Review fees**

Nu. 2000/- (two thousand) shall be collected for initial review of the research proposal/protocol from the national and international research proponents followed by Nu. 1000 (one thousand) for the subsequent review after correction.

### **4.7. BHJ Publication fees**

For processing peer review, editing and publications. Nu. 2500/- (two thousand five hundred) shall be collected for initial review of the papers from all the national and international research authors followed by Nu. 1000/- (one thousand) for subsequent review after correction by authors.

# 5

## Fund Management Mechanism & Approving Authority

### **5.1. Governance**

To be monitored by the Finance Committee (FC) and CPD and Research Steering Committee (CRSC) of KGUMSB. MECRIT shall be the coordinating centre for all the research and CPD activities.

### **5.2. Transparency**

The progress report and fund utilization status will be reported to the FC and CRSC on quarterly basis. SOPs for the management of endowment fund will be developed and implemented.

### **5.3. Investment Policy**

Revenue collection will be invested on the non-profit basis securely to generate sustainable returns.

### **5.4. Approving Authority**

Proposal for fund utilization and mobilization will be approved by the President of the University.

# 6

## Eligibility for Endowment Fund Utilization as the Research Grant

1. Faculty, researchers, students and staff under the KGUMSB are eligible to apply for the research endowment fund.
2. Research endowment fund shall be used only for conducting research, development of policies, procurement and capacity building related to research, IRB and BJH only.
3. Research grant proposal shall be subjected to review of the research proposal by independent review committee using the criteria annexed (*Annexure-1*).
4. The research activities proposed should aligned with the Annual Work Plan (AWP) of the department(s)/facultie(s) of Individual Work Plan (IWP) of the individual staff.
5. SOPs will be developed and implemented for research grant utilization and awarding of research grant.

# 7

## Areas of Investment and Modality of Remuneration

Table 7.1: Areas of investment & remuneration modality

Sl#	Areas of investments	Category of investment	Amount (in Ngultrum)
1.	Research mentoring service.	Off-hour remuneration for research mentors.	Nu. 850 per session of 2 hours mentoring.
2.	Research Protocol review.	Off-hour remuneration for reviewers of research protocol and chairperson of the IRB.	Nu. 500 per research proposal (Negotiable).  Lump sum of Nu. 7000/- for IRB Chairperson based on the total number of protocols submitted for ethical review.
3.	Research grant proposal development.	Research proposal development fees.  Off-hour remuneration for Research proposal development by university staff up to 5 days.	2% Research proposal development fees for research proponents outside MECRIT, KGUMSB.  Nu. 500 per day off-hour remuneration.
4.	BHJ Publication.	Off-hour remuneration to reviewers of papers for publication.	Nu. 800 per paper review.

# 8

## Application Processes

### **8.1. Application Process to request for Research Endowment Fund**

1. Request for the fund shall be reviewed and routed by MECRIT through Registrar for final approval by the President.
2. Finance division will update the availability of fund as and when necessary or on request by the MECRIT or relevant faculties and departments.
3. For research grant, proposals will be called annually or bi-annually depending the availability of the fund.
4. Proposals will be selected based on merit, relevance, and impact by review committee.
5. Guideline for development of grant proposal can be accessed and downloaded from the KGUMSB website: [<https://www.kgumsb.edu.bt>].

### **8.2. Application Process for Research Collaboration by Institutions, Faculty members & Health staff**

1. As mandated, MECRIT shall provide technical and administrative support to the institutions and individuals for research collaboration subjected to retention of institutional fees as per the business strategy of the KGUMSB.
2. MECRIT shall receive the application or expression of interest for research collaboration (*Annexure-2*) from the individuals and institutions with the detail research protocols and budget.

3. The research protocol will be reviewed by the review committee for scope, relevancy, benefits and feasibility and seek approval from the Chair of the CRSC.
4. Upon reviewed by the committee and approved by the CRSC chair, the letter of concurrence will be sent to the individual or institutions for research collaboration.
5. The copy of the protocol with Gantt Chart/Work plan will be sent to the finance section for the budget incorporation.
6. Progress of the research project will be monitored by MECRIT.
7. Proponent/researcher shall update the progress on quarterly basis to the CRSC till the completion of the project.

### **8.3. Application Process for Research Proposal Development Fee (External Proponents)**

To support institutional coordination, technical assistance, and administrative processing involved in proposal development, a proposal development fee of 2% shall be charged to research proponents outside MECRIT, KGUMSB for proposals developed with MECRIT/KGUMSB support.

1. **Applicability:** Proposals led by institutions/individuals outside MECRIT, KGUMSB that request MECRIT/KGUMSB support for proposal development (technical inputs, budgeting, formatting, review, submission support, coordination).
2. **Fee rate:** 2% of the total research grant amount, applicable for proposals up to a total grant ceiling of Nu. 1,000,000 (One Million), for individual proponent. Group or institutional proponent(s) can go beyond the ceiling.
3. **Fee calculation:** Proposal Development Fee = 2% × Total Approved Grant Amount (or proposed grant amount at submission stage, as applicable).

4. **Payment modality:** The fee shall be paid to KGUMSB through the approved payment channel and documented through an official receipt prior to final submission (or as per institutional arrangement).
5. **Documentation:** Applicants must submit the completed Proposal Development Fee Application Form (*Annexure-3*) along with the draft proposal package and required attachments.
6. **Note:** *This fee is specific to proposal development support and does not substitute any required ethics/administrative clearances or other institutional fees, if applicable.*

#### **8.4. Off-hour Remuneration for Proposal Development Support (KGUMSB Staff)**

To recognize staff contributions beyond official working hours for proposal development support, off-hour remuneration may be provided to KGUMSB staff involved in proposal development activities.

1. **Eligibility:** KGUMSB staff officially assigned/endorsed to support proposal development.
2. **Rate:** Nu. 500 per day for off-hour work.
3. **Duration:** Payable for up to a maximum of 5 days per proposal, subject to verification of deliverables and approval by the designated authority.
4. **Approval and processing:** Claims must be submitted using the Off-hour Remuneration Claim Form (*Annexure-4*), endorsed by the supervisor/MECRIT and approved by the competent authority.

# 9

## M&E and Intellectual Property Rights

### **9.1. Monitoring and Evaluation (M&E)**

1. A quarterly progress report and fund utilization statement must be submitted to the FC and CRSC, with brief presentation summarizing the key updates or achievements.
2. Results and impact of the implementation of research and CPDs shall be regularly assessed, documented and reported.
3. Upon project completion, a final technical and financial report must be submitted, along with a presentation highlighting key findings, outputs, and recommendations.
4. Fund utilization will be subjected to auditing to ensure compliance with financial rules, SOPs and guidelines for endowment fund.

### **9.2. Intellectual Property (IP) Rights**

1. Under the agreed Research Grant Agreement, all intellectual property (IP), including but not limited to patents, copyrights, designs, data, documents, and other proprietary materials -arising from the research supported through this grant shall be jointly owned by the Principal Investigator (PI), the host institution, and the supporting agency.
2. KGUMSB and/or the supporting agency shall retain the right to access, use, and disseminate research data and outputs for academic, institutional, or policy purposes, with due acknowledgment of the contributors. Upon completion of the project, all raw data and

relevant materials must be submitted to the supporting agency or institution, along with the final technical report.

3. If the PI discontinues the project before the end of the first year or fails to comply with the approved technical programme, the grant funds received (spent/unspent) must be refunded to the relevant agency or institution. In such cases, the PI is also required to provide a detailed technical report and return all fund.
4. No project-related information, data, or results may be published, posted, or otherwise disclosed - whether in print, electronic, or online form, without explicit prior written approval from KGUMSB and the supporting agency or institution.

# 10

## Annexures

### Annexure-1: Research Grant Selection Criteria, 2026

Criteria	Total Score	Score Obtained	Remarks
<b>Type of Research:</b> <ul style="list-style-type: none"><li>• Operational health re- search/Participatory action research [1.5]</li><li>• Experimental/Evidence-based (Wet Lab) [2.5]</li><li>• Others [1]</li></ul>	5		
<b>Title:</b> Clearly explains: [0.5 each] <ul style="list-style-type: none"><li>• What</li><li>• How</li><li>• Who</li><li>• Where</li></ul>	2		
<b>Introduction:</b> <ul style="list-style-type: none"><li>• Background [0.5]</li><li>• Rationale/Scientific Evidence [0.5]</li><li>• Significance [1]</li><li>• Aims and Objectives [1]</li></ul>	3		

Criteria	Total Score	Score Obtained	Remarks
<b>Methodology:</b> Appropriate/clear: <ul style="list-style-type: none"> <li>• Study Design [1]</li> <li>• Sampling Description [1]</li> <li>• Data Collection Technique [1]</li> <li>• Data Collection Tools [1]</li> <li>• Data Analysis Description [2]</li> </ul>	6		
<b>Clearances:</b> <ul style="list-style-type: none"> <li>• Ethical Issues [1]</li> <li>• Confidentiality [0.25]</li> <li>• Autonomy [0.25]</li> <li>• Voluntary [0.25]</li> <li>• Safety [0.25]</li> <li>• Consent (quality &amp; accuracy [0.5])</li> <li>• Administrative Clearance* [0.5]</li> </ul>	2		If secondary data is used, maximum of 1.5 points for items with “*”.
<b>Time-line:</b> <ul style="list-style-type: none"> <li>• Current time-line [1]</li> <li>• Feasible time-line [2]</li> </ul>	3		
<b>Budget:</b> <ul style="list-style-type: none"> <li>• Completeness of budget [0.5]</li> <li>• Accuracy (<i>without errors</i>) [0.5]</li> <li>• Appropriate/realistic [1]</li> <li>• Budget receiving co-support [1]</li> </ul>	3		The purchase of high cost equipment or personal gear is not allowed.
<b>Impact of Study:</b> <ul style="list-style-type: none"> <li>• Evidence-based (<i>Policy/ Planning/Practice</i>) [2]</li> <li>• Health priority alignment [2]</li> <li>• Ability to make sustainable Change [1]</li> </ul>	5		
<b>Research Team:</b> Qualification: <ul style="list-style-type: none"> <li>• MD/PhD [2]</li> <li>• Master’s degree [1.5]</li> <li>• Bachelor’s degree [1]</li> <li>• Diploma [0.5]</li> </ul>	5		Note: Total scores will depend on the number of investigators with different qualifications.

Criteria	Total Score	Score Obtained	Remarks
<p><b>Professional Category:</b></p> <ul style="list-style-type: none"> <li>• Academician (Researchers) [2]</li> <li>• Health Workers [1.5]</li> <li>• Others [0.5]</li> </ul>	4		
<p><b>Team Structure:</b></p> <ul style="list-style-type: none"> <li>• Capacity Building (<i>experienced &amp; junior investigators</i>) [1]</li> <li>• Roles (<i>clear role/s for all investigators</i>) [1]</li> <li>• Diversity in Team (<i>different specialties, hospitals, training levels, technical skill-sets, etc.</i>) [1]</li> <li>• Dual Commitments (<i>any investigator currently in or proposing to be involved with another research project</i>) [-1]</li> </ul>	3		
<p><b>References: [0.5 each]</b></p> <ul style="list-style-type: none"> <li>• Proper in-text</li> <li>• Proper end-text</li> <li>• Consistency</li> <li>• <math>\frac{3}{4}</math> (75%) of references are &lt; 5 years old</li> <li>• Appropriate number of references (15-25)</li> <li>• Quality of references (<i>journals, reports, or textbooks only</i>)</li> </ul>	3		
<p><b>Appendix Items: [0.5 each]</b></p> <ul style="list-style-type: none"> <li>• Data Tools</li> <li>• Consent form &amp; information sheet</li> <li>• Translated documents</li> <li>• Ethical clearance</li> <li>• Administrative &amp; Site clearances</li> <li>• Detailed Budget**</li> <li>• Time-line**</li> <li>• PI CVs**</li> </ul>	4		<p>If ethical and/or administrative &amp; site clearances are not obtained or in process, must state the status.</p>

<b>Criteria</b>	<b>Total Score</b>	<b>Score Obtained</b>	<b>Remarks</b>
<b>Format: [2]</b> <ul style="list-style-type: none"><li>• Font size - 12</li><li>• Font style - Times New Roman</li><li>• Proposal page limit (<i>10-12 pages, excluding appendix items</i>)</li><li>• Proper spacing</li><li>• Logical sequencing</li><li>• Language/grammar</li></ul>	2		
<b>Total Score Obtained:</b>	<b>50</b>		
<b>Reviewer's Signature:</b> _____  <b>Date:</b> _____			

# Annexure-2: Research Collaboration Application Form

## Section 1: Personal Information of the Principal Investigator

Full Name of Principal Investigator	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Email Address	
Contact Number	
Current Address	

## Section 2: Academic/Professional Background

Institution/Organization	
Current Program/Position	
Department/Field of Study	
Qualification & Years of Work Experience	
Key Skills/Areas of Expertise	

### **Section 3: Areas of Collaboration**

- Administrative support and financial management
- Technical support and involvement in research as Principal Investigator
- Technical support and involvement in research as Co-Investigator

### **Section 4: Information of the Research Project**

#### **4.1 Title of the Research:**

#### **4.2 Objectives of the Study:**

#### **4.3 Key Expected Outcomes of the Study:**

### **Section 5: Terms and Conditions**

1. Proponent or principal investigator shall accept the KGUMSB as the collaborating agency for the research and include the acknowledge in all the reports and publications.

2. Principal investigator shall provide technical information and note for approval to support the focal person in MECRIT.
3. Principal investigator shall update the progress of the study on quarterly basis to the CRSC or as and when called by the secretariat.
4. Principal investigator shall report to the Director, MECRIT for any issue arising during the study period related to the study.
5. The Principal Investigator shall share study data and relevant information with MECRIT in accordance with applicable policies.

### **Section 6: Document Checklist for Submission**

- Duly filled application form
- CV of the Principal Investigator and Co-Investigator(s)
- Study protocol with Gantt chart and budget estimation

### **Declaration**

As the Principal Investigator (PI) /Head of the Agency, I hereby declare that the details furnished in this document are complete, true and genuine to the best of my knowledge and agreed to be abide by the research policies and business strategy of Khesar Gyalpo University of Medical Sciences of Bhutan.

**Signature:**

---

**Date:**

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# Annexure-3: Application Form for 2% Research/Project Proposal Writing Fees

## Form 3.1: Research Proposal Development Fee Application Form (External Proponents)

**Purpose:** To apply for MECRIT/KGUMSB proposal development support and process the 2% proposal development fee (for proponents outside MECRIT, KGUMSB).

Applicant/Proponent Information	
Name of Principal Investigator (PI)	
CID/Passport/Work Permit No.	
Institution/Organization	
Designation/Department	
Employee ID (if applicable)	
Email Address	
Contact Number (Mobile)	
Postal Address	
Bank Name & Account No.	
Categories of Proponent(s)	<input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Institutional

<b>Proposal Information</b>	
Title of Proposed Study/Project	
Funding Agency/Sponsor (if known)	
Total Proposed Grant Amount (Nu.)	
Grant Ceiling Category	<input type="checkbox"/> Up to Nu. 1,000,000 <input type="checkbox"/> Above Nu. 1,000,000 <i>(applicable group/institutional proponents)</i>
Start Date	_____ (DD/MM/YYYY)
End Date	_____ (DD/MM/YYYY)
Expected Submission Date	
Type of Support Requested (tick all that apply)	<input type="checkbox"/> Technical review <input type="checkbox"/> Budgeting <input type="checkbox"/> Editing/formatting <input type="checkbox"/> Coordination/administration <input type="checkbox"/> Other: _____
<b>Fee Calculation (Official Use / Verified at Submission)</b>	
Total Grant Amount Considered (Nu.)	
Proposal Development Fee (2%) (Nu.)	
Payment Status	<input type="checkbox"/> Paid <input type="checkbox"/> Pending <input type="checkbox"/> Not Applicable
Receipt / Reference No. (if paid)	

**Attachments Checklist (tick):**

- Draft proposal/Concept note
- Draft budget/Budget head & number (if available)
- PI CV & team list (if available)
- Any sponsor template/guideline (if applicable)

**Declaration (Applicant/Proponent/PI):** I confirm that the information provided is accurate to the best of my knowledge. I understand that a proposal development fee of 2% applies to external proponents (outside MECRIT, KGUMSB) for proposals up to Nu. 1,000,000, as per KGUMSB policy (Business Strategy 2024).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For MECRIT/KGUMSB Official Use:**

Assigned MECRIT Focal Person	
Summary of Support Provided	
Recommendation	<input type="checkbox"/> Proceed <input type="checkbox"/> Revise and resubmit <input type="checkbox"/> Not supported
Endorsed by (Name/Designation)	
Signature & Date	

# Annexure-4: Off-hour Remuneration Claim Form - Proposal Development Support (University Staff)

**Rate:** Nu. 500 per day

**Max. claimable days per proposal:** 5 days

Staff Information	
Name of Staff Member	
Designation/Department	
Employee ID (if applicable)	
Email/Contact Number (Mobile)	

Proposal / Assignment Details	
Title of Proposal Supported	
PI/Proponent (Name, Institution)	
Nature of Support Provided	<input type="checkbox"/> Technical review <input type="checkbox"/> Budgeting <input type="checkbox"/> Editing <input type="checkbox"/> Data analysis/sampling inputs <input type="checkbox"/> Coordination <input type="checkbox"/> Other: _____

**Off-hour Work Log (attach additional sheet if needed):**

Date	Description of Work / Deliverable	Hours (opt.)

<b>Claim Summary</b>	
Number of Days Claimed (max 5)	
Rate per Day (Nu.)	500
Total Amount Claimed (Nu.)	

**Staff Declaration:** I certify that the above off-hour work was performed for proposal development support and the information provided is true and correct.

**Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Endorsement and Approval:**

Endorsed by (Supervisor/MECRIT) Name & Designation	
Signature & Date	
Approved by (Competent Authority) Name & Designation	
Signature & Date	

# Annexure-5: Ministry of Finance Approval



དངུལ་ཅེས་ལྷན་ཁག།  
Department of Planning, Budget and Performance  
Ministry of Finance  
Royal Government of Bhutan

**BHUTAN**  
Believe

DPBP/Social-ClusterDivision/KGUMSB/2025-26/542

November 20, 2025

The President  
Khesar Gyalpo University of Medical Sciences  
Thimphu.

## **Subject: Approval for the Establishment of Research Endowment Fund**

Dear Sir,

In accordance with the Public Finance Act 2007 and the Revised Operational Guidelines for Endowment Funds 2017, we are pleased to convey the Lhengye Zhungtshog's approval for the establishment of the Research Endowment Fund under KGUMSB issued vide letter no. C-3/67(5)/2025/869 dated 14th November, 2025.

To facilitate the establishment of the endowment fund, please proceed with the following implementation measures:

1. We recommend prioritizing the development of comprehensive SOPs to ensure the smooth operation and implementation of the Research Endowment Fund. This SOP must align with the fund management mechanisms outlined in your proposal, ensuring transparency and proper reporting to the Finance Committee.
2. To ensure the initiative remains self-sufficient, kindly ensure that all overtime remuneration and financial incentives for research activities are drawn exclusively from the endowment fund. No obligations for these activities shall be charged to the regular government budget.

We look forward to the successful establishment of the fund and its contribution to research development.

Sincerely,

(Deki Wangmo)  
**Director**

### **Copy to:**

1. Hon'ble Finance Minister, MoF, for kind information.
2. Hon'ble Cabinet Secretary, Cabinet Secretariat, for kind information.
3. Director, MECRIT, KGUMSB, for kind information and necessary action.

## References

1. KGUMSB Research Policy (2024)
2. Research Grant Writing Guidelines, KGUMSB, 2024.
3. Business Strategy, KGUMSB, 2024.
4. Health Research Priorities, MoH, 2019-2023.
5. Condition of Services (CoS), KGUMSB, 2025.
6. SoP, Bhutan Health Journal (BHJ), 2020.
7. SoPs, Institutional Review Board (IRB), KGUMSB, 2022.
8. University of Medical Sciences Act of Bhutan, 2012.

